



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

August 31, 2009

Robert E. Sevila, Attorney
Sevila, Saunders, Huddleston & White, P.C.
P.O. Box 678
Leesburg, VA 20176

RE: SPEX 2009-0028 – Arris Montessori School

Dear Mr. Sevila:

This letter serves to inform you that the above referenced application has been reviewed for minimum checklist submission compliance. The following material has not been provided or needs to be clarified before the application can be officially accepted for processing:

1. Please revise the special exception plat for the following items:

- Correct the Loudoun County Tax Map and Parcel MCPI Numbers. The correct numbers for the commercial condominium unit are Tax Map Number /80//31P1///C/ and Parcel MCPI Number 061-49-8039-005.
- Please include a note stating that the condominium unit is within the Dulles Election District and the Route 28 Tax District.
- Revise the site data note to delete the reference that the proposal is to amend Condition #2 of SPEX 1999-0038. Please also correct this note to include the age range of students as stated in the statement of justification.
- Please revise the plat to include a general note concerning items listed on the Special Exception Application Checklist for Minimum Requirements. These notes should address floodplain, wetlands, steep slopes, archaeological or historic features, proposed lighting and type of sign, well/septic systems or stating the proposal's sewer and water systems, landscaping, the location and type of any fuel/fuel storage and a listing of hazardous material, and identification of any Federal or State permits or conditions that directly limit development of the subject property.
- Please include an additional sheet to the plat set to show the existing conditions on the site as required by the Checklist for Minimum Requirements. This sheet should show existing conditions and all updated adjacent property information/parcel lines, including all condominium unit MCPI Numbers on the subject property, as well as adjacent parcels and property across the road from the project.

- Please update the special exception plat page to revise the inset Outdoor Play Area at 1"=200' to mark the double-sided arrows as entrance/exit locations.
 - Revise the plat to show the on-site roadway information outlined in Checklist Item K.10.
 - Revise the Off-street Parking and Loading tabulation to include the number of proposed parking and loading spaces. The plat references compliance with the requirements for educational use but the statement of justification states standards set forth in Section 5-609(B) for child care centers. Please reconcile or explain the discrepancy and to show the same requirements for use on the statement of justification and plat.
2. Please provide information on the Disclosure of Real Parties in Interest to identify shareholder names for M.J. Wells & Associates, Inc. ESOT
 3. Please provide two sets of pre-printed mailing labels for all adjoining and abutting landowners. The subject parcel and several adjacent parcels contain condominium units. All adjoining owners, including all condominium owners, need to be listed on the plat and owner-mailing labels must be provided for proper notice.

Once this information is revised, please submit two (2) hard copies of the revised plat and statement of justification. Should you have any questions regarding the review and processing of your application, please feel free to contact me at 703-737-8446 or by email wini.polis@loudoun.gov.

Sincerely,

Wini Polis, Planner
Land Use Review

Cc: Van Armstrong, Land Use Review Program Manager, Department of Planning